



Energy for What's Ahead®

# CHARGE READY

Small Site Rebate Program Guidelines

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# Rebate Program Overview





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# Small Site Rebate Program Overview

SCE's Charge Ready Small Site Rebate Program provides qualified non-residential and multi-family participants with a rebate to offset the costs associated with purchasing and installing a maximum of four (4) electric vehicle (EV) charging ports. The rebate is applicable to costs incurred by the customer for the purchase of EV charging equipment, the installation, and for any supporting electrical infrastructure costs on the customer-side of the meter (from the meter to the interconnection point with the charging equipment).



# How the Program Works



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# How the Program Works

This program is available to qualifying customers who choose to install up to a maximum of four EV charging ports. The rebate program offers participants a fixed rebate to help offset the costs associated with purchasing and installing SCE-approved (L2 Only) electric vehicle charging equipment (also referred to as electric vehicle supply equipment, or EVSE). Participants will purchase, install, own, and operate the equipment for a period of at least 10 years. The Small Site Rebate amount offered is a fixed one-time rebate, but the actual amount of the incentive paid will not exceed the participant's actual costs.

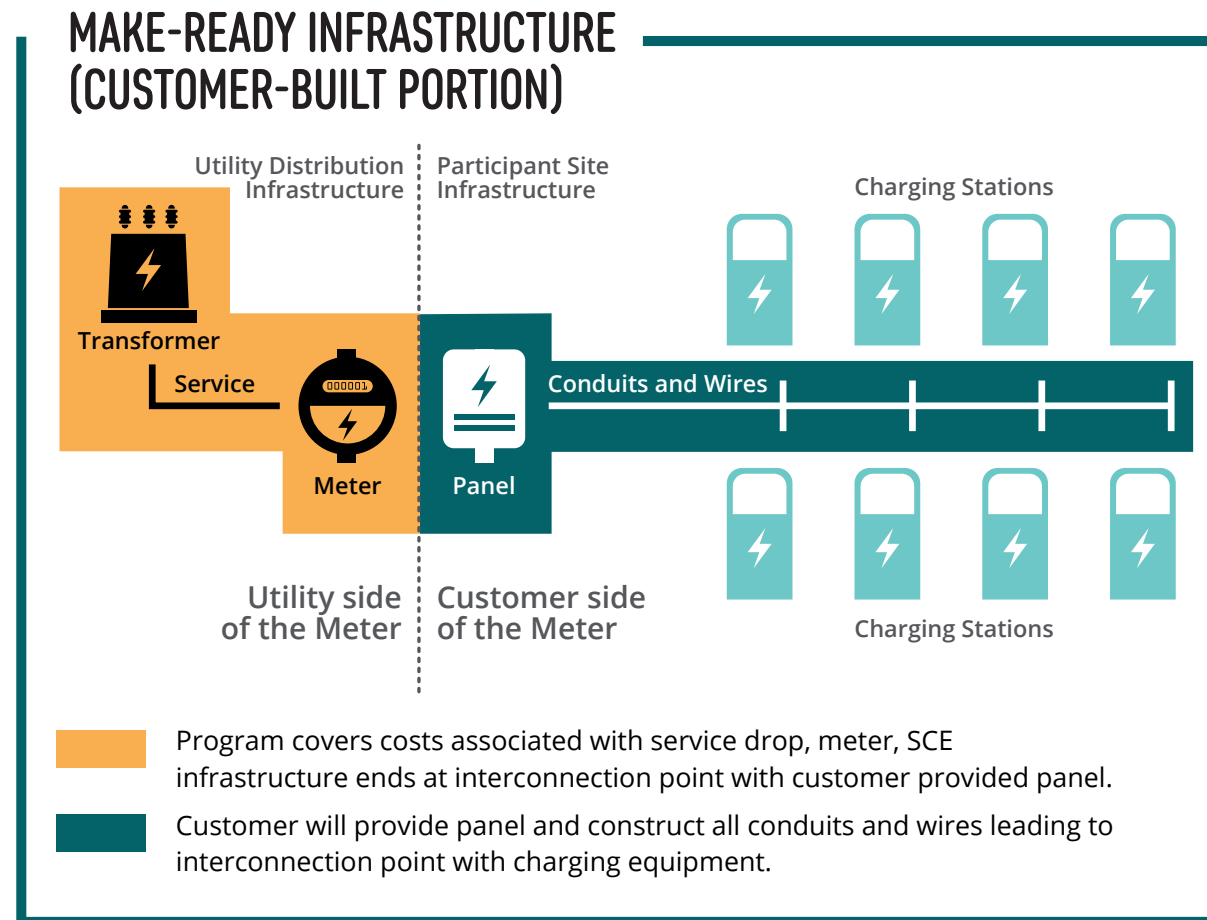


Figure 1



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# How the Program Works

## What Qualifies for Rebate:

- Purchase of qualifying charging equipment, as listed on SCE's **Approved Product List** (APL).
- Costs associated with the installation supporting infrastructure upgrades on the customer-side of the meter (from the meter to the interconnection point for the charging equipment).
- Charging equipment installation costs – expenses related to the installation of the equipment. The rebate amount paid to a program participant will not exceed the participant's actual costs.
- Participants will own customer-side infrastructure (from the meter to the charging stations) where they manage and pay for all construction of make-ready infrastructure.

## Applying for the program:

Eligible customers can submit an online application to request a reservation of program funds by visiting the program enrollment website (<https://www.sce.com/evbusiness/chargeready>). SCE will review applications and notify applicants once the application is approved. Applicants must first apply and receive project approval prior to purchasing any charging equipment or performing any related construction at the site.

## Application Approval Process:

Applications will qualify for the Small Site Rebate provided the program has available funds, and the site/participant agrees to meet all program requirements. Once SCE approves your application, participants can then move forward with design and construction activities. If utility-side infrastructure upgrades are required for new dedicated service, participants would coordinate with SCE to address the necessary upgrades. Following the completion of the charging equipment installation process, participants will submit the final documentation to SCE for review and determine final rebate amount to be issued. SCE will issue rebates in the form of a bank check which will be mailed to the program participant.



## Site and Participant Eligibility

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# Site and Participant Eligibility

## Program Eligibility:

- Applicants must first apply and receive project approval prior to purchasing any charging equipment or performing any related construction at the site.
- Available to non-residential and multi-family participants choosing to install up to 4 charging ports.
- All project sites must be located within SCE's service territory.
- Applicants are required to own, lease, manage (as a property manager or an authorized agent for the property owner), or be the customer of record for the charging site where the equipment is to be installed.
- Applicants, if not the owner of the site at which the charging equipment is to be installed, are required to obtain consent from the property owner to install the equipment and agreement that the property owner will grant any required easements if any utility-side infrastructure upgrades are needed and require new easement.







# Other Participant Requirements

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# Other Participant Requirements

## Other Participant Requirements

- Participants are required to purchase and install the EV charging equipment.
- Participants are required to maintain the charging equipment in good working order for at least 10 years.
- Participants are required to be the SCE account holder and responsible for setting pricing and collecting any related charging session fees (if applicable) from drivers and participants will need to share pricing information with SCE. Participants are responsible for paying all electricity costs associated with the charging equipment.
- Participants must have an Edison SmartConnect® meter or other SCE approved meter for registering the charging equipment load to participate in this program. Any related infrastructure and charging equipment installation must be performed by a C-10 licensed and insured electrical contractor in accordance with local codes, permitting, and inspection requirements.
- Participants are required to register publicly-accessible charging equipment with the US Department of Energy's Alternative Fuel Data Center which can be found at: (<https://afdc.energy.gov/stations/#/analyze>) and EV Charging Station Locations mapping tool which can be found at: ([https://www.afdc.energy.gov/fuels/electricity\\_locations.html#/find/nearest?fuel=ELEC](https://www.afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC)). Only one set of information is reported between the participant and Charging Equipment Supplier.
- Participants are responsible for any charging equipment and related installation costs exceeding the rebate amount offered by SCE.
- Participant must enroll in a demand response (DR) program, where applicable.
- Program participant will be required to have the meter serving the charging equipment enroll on a Time-of Use (TOU) rate plan.
- Participants are encouraged to maximize EV driver accessibility to the charging stations.
- Program participant is required to contract with a qualified network services provider from SCE's Approved Network Provider's list to ensure devices have active network communications.
- Program participant is required to authorize SCE to share port level, charging episode, meter usage and other charging equipment related data to third parties (such as program evaluators and the CPUC).
- Program participant is required to ensure compliance with all other program requirements.





## Qualifying EV Charging Equipment

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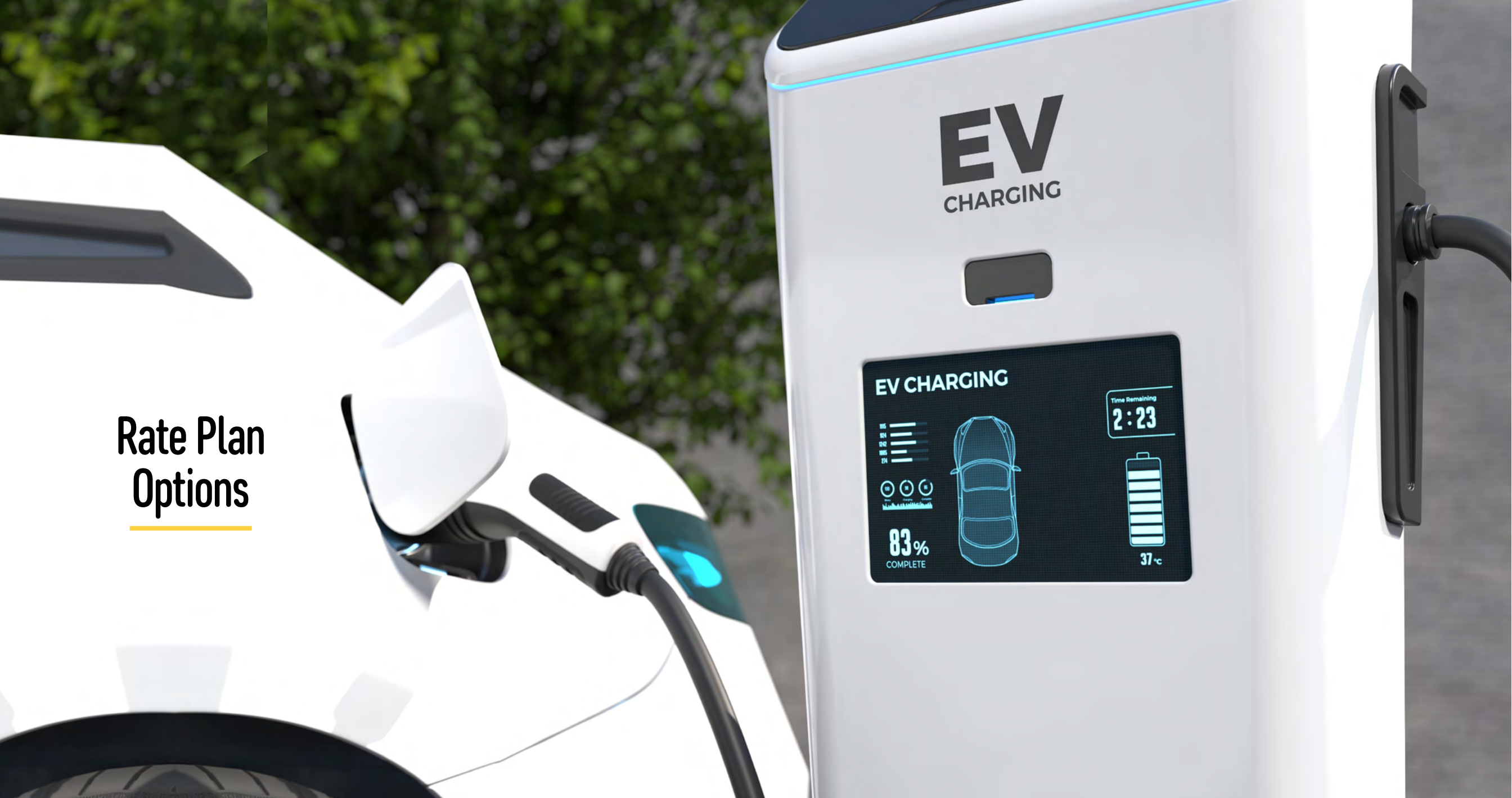
# Qualifying EV Charging Equipment

- All EV charging equipment must be selected from SCE's **Approved Product List** (APL) or otherwise approved by SCE for installation under this program, in a quantity approved by SCE.
- Only Level 2 charging equipment is eligible for installation under this program.
- Charging stations can be located on the premise or curbside.
- A maximum of 4 ports can be installed under this program.
- Participants are permitted to change or update their charging equipment and networking service provider at any point in the future at their own expense, but within the 10-year commitment period can only select and install SCE approved equipment and network service providers.





# Rate Plan Options



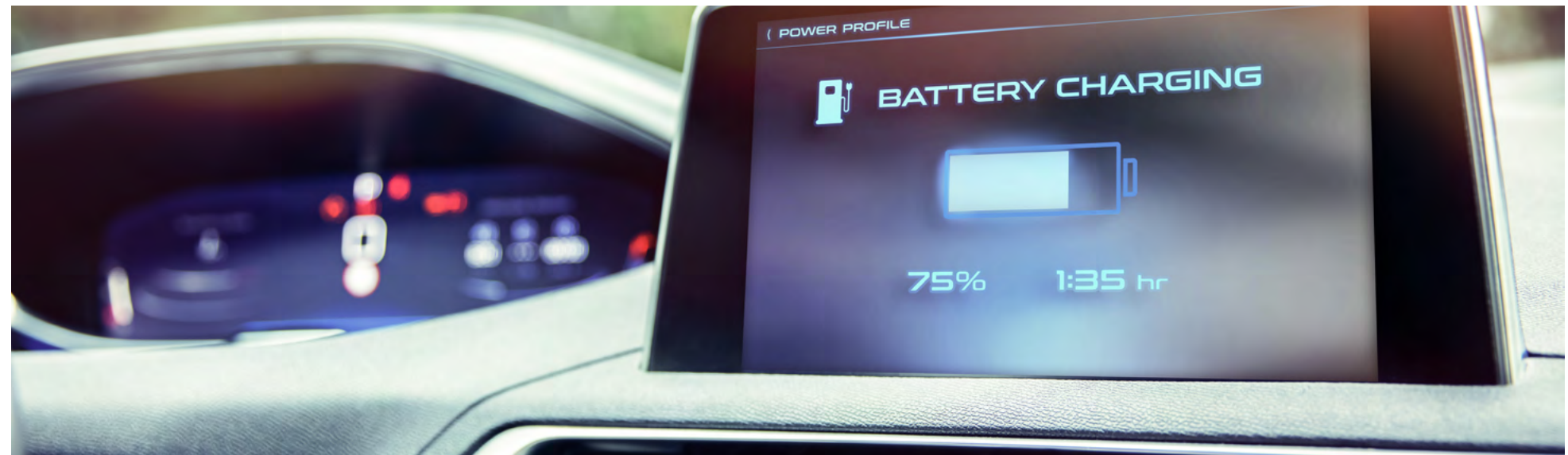
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# Rate Plan Options

Participants will be required to enroll on a Time-of-Use (TOU) rate plan associated with the meter serving the EV charging equipment. All EV charging is required to be served on a TOU rate plan for the full 10-year term of service. The TOU rate plans available vary, and appropriate selection will depend on several factors, all of which an SCE representative can help to evaluate.





# Small Site Rebate and Charging Station Installation



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# Small Site Rebate and Charging Station Installation

This program is comprised of several different infrastructure and rebate options intended to incentivize the installation of an expanded EV charging network for customers installing 4 or fewer EV chargers. Participants can select to extend their existing service connection or, opt for a dedicated meter with new service. SCE will provides the necessary service upgrades or utility-side infrastructure to support the installation of EV charging equipment. This infrastructure work is also referred to as the “make-ready”.

- 1 **Existing Service Connection:** Available for program participants who wish to install 1-4 EV ports.
- 2 **New Meter Service & Make-Ready Infrastructure:** Only available for program participants who are installing 3 or 4 EV chargers and wish to have a dedicated meter.

There are primarily two segments of work associated with make-ready. These include:

- 1 Utility-side of the meter infrastructure
- 2 Customer-side of the meter Infrastructure

As illustrated in **Figure 1** above, the utility-side of the meter infrastructure work includes all infrastructure from SCE’s distribution system to a new circuit panel that will be installed to support EV charging equipment.

For customers requesting new dedicated service, SCE will install an interval data recording (IDR) meter to capture EV charging equipment consumption data. The meter will track usage in 15-minute increments and will also be used for recording charging equipment energy usage and billing purposes. **SCE will always be responsible** for designing, procuring, installing, and maintaining the necessary infrastructure located on the utility-side of the meter.

The next segment of work involves the infrastructure to be located on the customer-side of the meter. This work includes all infrastructure from the panel that will be set as part of the utility-side infrastructure work, up to the first point of interconnection with the participant’s EV charging equipment. **Participants will always be responsible** for the **design, purchase, installation, and maintenance of the customer-side infrastructure work.**

The last segment of work includes the actual installation of EV charging equipment. **Participants will always be responsible** for selecting, procuring, and installing the EV charging equipment. All charging equipment purchased for installation under this program must be listed on SCE’s APL.

SCE will work closely with participants to provide information that may help to inform their decision-making throughout the complex infrastructure selection and deployment process, while attempting to meet their operational needs and balancing any potential grid impacts.



# Small Site Rebate Program Process



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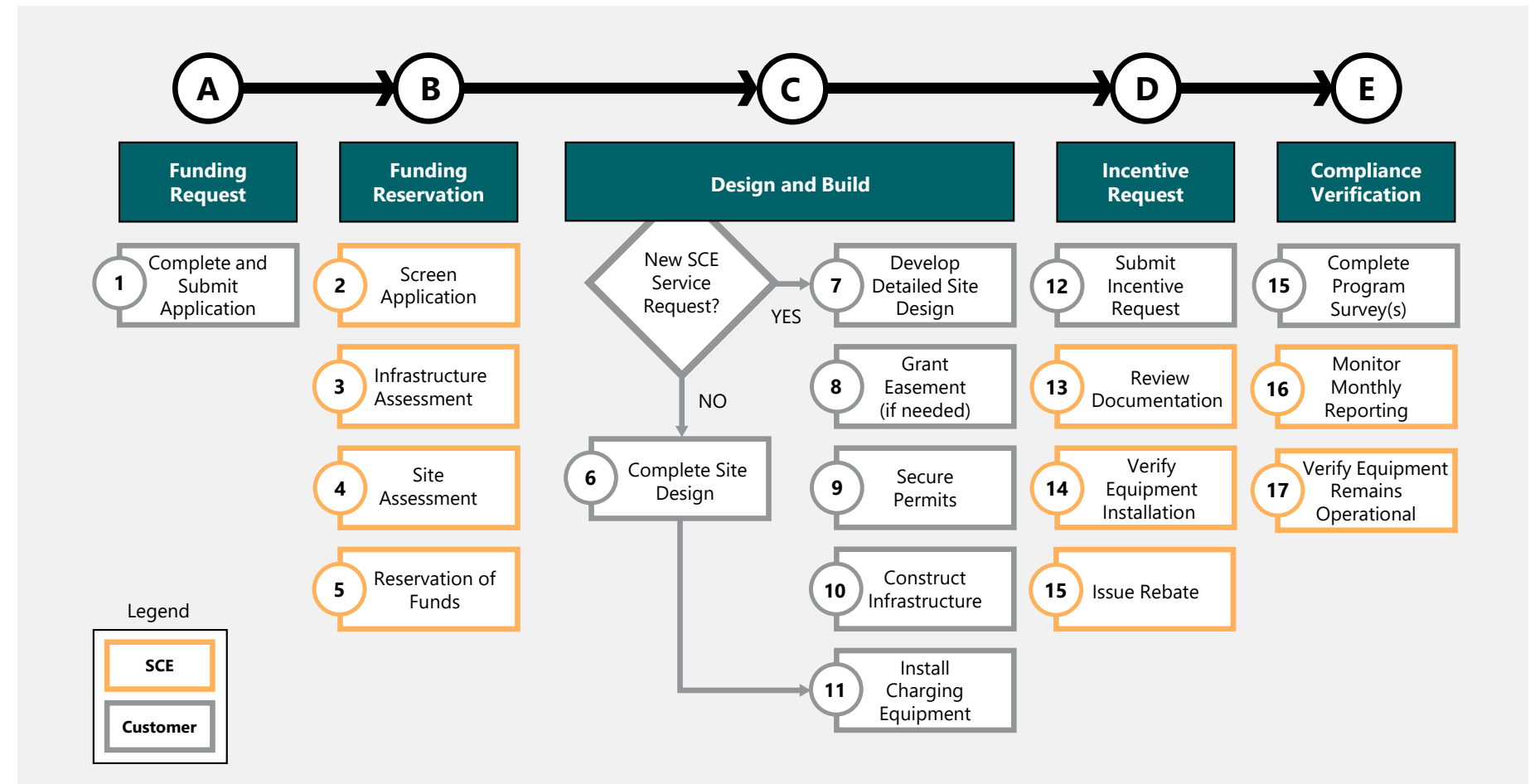
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# Small Site Rebate Program Process

The following activity flow chart outlines the process steps from the initial starting point of application submission through the issuance of the Small Site Rebate check. Following the diagram are the detailed activities and steps included in the overall program process.

Process Diagram: Small Site Rebate Program





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# Small Site Rebate Program Process

## A. Funding Request

1. Program Enrollment Application	
<b>Description</b>	The <b>online application</b> can be accessed through the online program enrollment portal. This is the project submission phase, also referred to as the project funding request.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Complete the online application which is accessible through the program enrollment portal.</li><li>• Create a Site Plan annotated with preferred location(s) of the charging equipment and submit with your application. Please reference the <b>site layout job aid</b> for an example.</li><li>• If the desired location of charging equipment is in a garage or parking structure, photographs of the parking stalls will be required for review.</li><li>• If the applicant has already decided which charging equipment it plans to purchase, the applicant should upload a copy of the charging equipment product specification sheet(s) (requested, but not required).</li></ul>
<b>Documents Required</b>	<ul style="list-style-type: none"><li>• Upload a copy of the Site Plan in PDF file format through the program enrollment portal.</li><li>• Upload photos of parking stalls if desired location of charging equipment is in a garage or parking structure.</li><li>• Upload a copy of the product specifications sheet for the charging equipment (requested, but not required).</li></ul>
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Review application for completeness.</li><li>• SCE will reach out to applicant to obtain any additional information that may be needed.</li></ul>

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# Small Site Rebate Program Process

## Program Enrollment Application - Site Plan Instructions

A site plan will need to be submitted with the applicant's completed application. This plan is intended to provide an aerial view of the property and should include annotations to indicate the preferred location for the charging equipment. The site plan should reveal building footprints, roads, parking areas and other above ground structures notated. The plan may be an engineered drawing or may just be a satellite image with notes.

The site plan will need to be uploaded through the program enrollment portal during the completion of the online application.

If the applicant has already decided which charging equipment it plans to purchase, the applicant should upload a copy of the charging equipment product specification sheet(s).

Important note: Applicants must apply and receive project approval prior to purchasing any charging equipment or performing any construction at the site.

### B. Funding Reservation

2. SCE Screen Applications	
<b>Description</b>	SCE receives and screens applications.
<b>Customer Activities</b>	Respond to any application related inquiries received from SCE.
<b>Documents Required</b>	None.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• SCE will determine initial eligibility for program participation.</li><li>• SCE will initiate the Account Management Support process.</li><li>• Determine if application moves to next step.</li><li>• Notify applicant of SCE's determination (email communication)</li></ul>



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# Small Site Rebate Program Process

## SCE Screens Applications – More Information:

SCE will evaluate each application received. Some of the criteria SCE will use to determine qualification for program participation include, but are not limited to:

- The applicant’s qualification for the program selected.
- A site’s geographic location and categorization (site type priority).
- The number of charging ports requested.
- The number of applications submitted by the same entity for multiple sites.
- Alignment with certain goals established by the CPUC.
- The level of remaining program funds.

If SCE determines the project can move forward to the next step in the evaluation process (based on the information provided in the application), SCE will schedule a call to discuss the project and participation requirements with the applicant.

3. SCE Infrastructure Assessment	
<b>Description</b>	SCE will continue the evaluation process by performing a site evaluation. This step is necessary for SCE to collect the information needed to further evaluate the project and develop a conceptual infrastructure design.
<b>Customer Activities</b>	Respond to any application related inquiries received from SCE.
<b>Documents Required</b>	None.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Perform site evaluation, collect necessary information to develop a conceptual infrastructure design.</li></ul>

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SCE’s team will leverage the site plans, provided by the applicant to assist with the planning and design activities. The SCE team is typically comprised of an SCE Transmission and Distribution infrastructure Project Manager who will assess and evaluate the existing distribution facilities that are located at or near the site. SCE team will lay the groundwork for developing a utility-side infrastructure design. This includes identifying where SCE will bring in power. SCE will visually laying out the footprint of the planned interconnection point; looking at and evaluating the area where the vehicles are going to charge; and developing a physical infrastructure layout. SCE will also evaluate the existing distribution infrastructure and the site’s existing service connection. Depending on whether the customer utilizes existing service connection, or the site requires a new service connection, SCE will plan to install a separate meter for the new EV load at each participating site.

Applicants are responsible for notifying SCE of any other infrastructure projects that are planned or underway at the site because this work could potentially impact the designs provided by SCE.

SCE representatives may determine that the applicant’s proposed location for the installation of infrastructure would be more costly than other alternatives identified by SCE. The applicant and SCE will discuss in good faith appropriate alternate locations for a more cost-effective installation.

4. Conduct Site Evaluation – New Service Request Only	
<b>Description</b>	After reviewing and evaluating the application, SCE will continue the evaluation process by scheduling and performing a physical site assessment. This step is necessary for SCE to collect the information needed to further evaluate the project and develop an infrastructure design.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Applicant is requested to participate with SCE in the site visit.</li><li>• Ensure the appropriate individual(s) representing the applicant, typically the individual familiar with the site and a decision maker, or individual with decision making authority. The planned installer or contractor of the charging equipment can participate in the site job-walk.</li><li>• Notify SCE of any other infrastructure projects that may be planned or underway at the site.</li></ul>
<b>Documents Required</b>	None.
<b>SCE Activities</b>	Perform site assessment, collect necessary information to develop the infrastructure design.



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## SCE Conducts Site Evaluation – More Information:

Applicants requesting new meter service must participate in the site evaluation activity. SCE requires that a decision maker, or individual with decision making authority along with someone familiar with the site and the proposed project, typically the site or facility manager, participate in the on-site job-walk to discuss the project and desired location for the charging equipment. If the applicant has already decided which charging equipment it plans to purchase, SCE recommends that the applicant’s charging equipment supplier attend the site assessment if possible. The applicant is requested to coordinate directly with their charging equipment supplier.

SCE’s team will leverage the site plans provided by the applicant to assist with the planning and design activities. The SCE team is typically comprised of an SCE Transmission and Distribution infrastructure Project Manager, and a SCE field inspector that is able to assess and evaluate the existing distribution facilities that are located at or near the site.

During the visit, the SCE team will the infrastructure requirements to support new service connection. This includes identifying where SCE will bring in power; where the charging equipment will be located; visually laying out the footprint of the planned location for the equipment; looking at and evaluating the area where the vehicles are going to charge. SCE will also evaluate the existing distribution infrastructure and the site’s existing service connection. SCE will plan to install a separate meter for the new EV load at each participating site under this program option.

Applicants are responsible for notifying SCE of any other infrastructure projects that are planned or underway at the site because this work could potentially impact the designs provided by SCE.

During the site visit, SCE representatives may determine that the applicant’s proposed location for the installation of infrastructure would be more costly than other alternatives identified by SCE. The applicant and SCE will discuss in good faith appropriate alternate locations for a more cost-effective installation.

5. SCE Reservation of Funds	
<b>Description</b>	After evaluating the application, SCE team will determine its approval. Once program application criteria are met and the participant has executed the program agreement, project funds will be reserved.
<b>Customer Activities</b>	None.
<b>Documents Required</b>	None.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Notify customer of determination through an email communication.</li></ul>

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# Small Site Rebate Program Process

## C. Design and Build

New Service Request	
<b>Description</b>	Participants seeking to install 3 or 4 EV Charging Ports have the option to utilize their existing service and meter or request a new meter and dedicated service. Please note, participants requesting 1 or 2 ports must utilize their existing service and meter.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Participants requesting new meter and service, reference sections 7-11 under Design and Build.</li><li>• Participants opting to use existing service and meter, reference sections 6A, 6B and 11.</li></ul>
<b>Documents Required</b>	None.
<b>SCE Activities</b>	None.

6A. Existing Service Assessment	
<b>Description</b>	Participants choosing to use their existing service must evaluate existing service capacity and conducts any necessary upgrades to support EV Charger installation.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Contract with a C-10 licensed electrician to assess existing service.</li><li>• If upgrades are required, coordinate with SCE Local Planning and your electrician to complete service and/or panel upgrades.</li><li>• A copy of panel capacity verification supporting requested EV Chargers.</li></ul>
<b>Documents Required</b>	<ul style="list-style-type: none"><li>• A copy of panel capacity verification supporting requested EV Chargers.</li></ul>
<b>SCE Activities</b>	None.



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### Participant Performs Existing Service Assessment – More Information:

Participants opting to use their existing service and meter will be responsible for ALL work associated with the design, purchase, and installation of the Customer-Side Make-Ready work (Figure 1), including panel upgrades. Participants are required to have a C-10 licensed electrician inspect and verify your service capacity.

If your existing service has adequate capacity to support the selected number of charging ports, you may proceed with the design and construction of Customer-Side Make-Ready infrastructure and the installation of the stations.

If you require a service upgrade, please work with SCE’s Local Service Planning department to facilitate the upgrade. Please visit the [SCE Local Planning Web Page](#) for additional details or contact your Account Manager for further guidance. Please note, the customer is responsible for all aspects associated with the service panel upgrades.

Participants are responsible for obtaining any permits for the Customer-Side infrastructure related installation work and complying with labor and safety requirements.

An SCE Service Planner will work with you and your electrician to ensure that the appropriate upgrades are made to the SCE distribution system to support the panel size needed as part of your EVSE installation.



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6B. Complete Site Design & EV Charger Purchase	
<b>Description</b>	Participant purchases APL approved chargers and completes site design and any required upgrades to support EV Charger installation.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Purchase EV Chargers listed on SCE's APL list.</li><li>• Submit copy of the purchase order, paid invoice, or sales receipt for charging equipment (separately listed purchase price from any installation costs) within 45 days.</li><li>• Complete all service upgrades and supporting electrical work for EV installation.</li><li>• Respond to any questions SCE may pose.</li></ul>
<b>Documents Required</b>	<ul style="list-style-type: none"><li>• Proof of purchase including purchase date, the make, model and serial #s of the charging equipment, expected delivery date and individual unit pricing. Any related installation costs should be broken out separately.</li><li>• Verification of panel inspection from the authority having jurisdiction (city or county).</li></ul>
<b>SCE Activities</b>	None.

### Participant Performs Preliminary Site Design Work & Purchases EV Chargers - More Information:

Participant completes all necessary service upgrades and electrical work necessary to support the installation of the EV chargers. Within 45 calendar days of the date funds are reserved for the project, participants will be required to provide proof-of-purchase for ALL vehicle charging equipment designated for the project. The participant may request a limited extension of the purchase period by submitting an extension request in writing prior to the expiration of the initial 45-day period. SCE may, at its discretion, extend a Funding Reservation beyond the initial 45 days, if, in SCE's sole judgment, the participant is actively seeking to complete the purchase of the charging equipment.

Participant's required activities to complete this step include submission of all required documents scanned and uploaded through the enrollment portal.

Required documentation includes:

- 1 Submission of a copy of the purchase order, paid invoice, or sales receipt for charging equipment (separately listed purchase price for the charging equipment from any installation costs). The receipt should include the purchase date, the make, model and serial #s of the charging equipment, expected delivery date and individual unit pricing.



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7. Perform Preliminary Site Design Work	
<b>Description</b>	Participants choosing to perform their own customer-side make-ready infrastructure installation are responsible for its design, purchase, construction, and maintenance.
<b>Customer Activities</b>	<ul style="list-style-type: none"> <li>Complete the make-ready infrastructure design.</li> <li>Create a base map and civil plan map, for location of the make-ready and charging equipment.</li> <li>Provide approval for SCE utility-side infrastructure design.</li> </ul>
<b>Documents Required</b>	<p>All documents required for this step should be uploaded to the program’s enrollment portal.</p> <ul style="list-style-type: none"> <li>A copy of the base map detailing the make-ready Infrastructure design following the CAD File Requirements.</li> <li>A copy of the civil plan in PDF file format.</li> <li>A copy of the E-sheet and load calculations</li> <li>A copy of the estimated construction costs using the Participant Installed Make-Ready Cost Breakdown Worksheet.</li> <li>Accept the preliminary design provided by SCE for the utility-side infrastructure (approve through the enrollment portal).</li> </ul>
<b>SCE Activities</b>	<ul style="list-style-type: none"> <li>After receiving participant’s plans, review to ensure completeness.</li> <li>SCE designs utility-side infrastructure.</li> <li>SCE to provide participant with utility-side infrastructure design.</li> <li>SCE to confirm participant’s approval was received.</li> </ul>

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## Participant Performs Preliminary Site Design Work – More Information:

Participants selecting to install the customer-side make-ready infrastructure will be required to design, purchase, construct and maintain the infrastructure and are required to follow applicable ADA requirements and guidelines set forth by the AHJ.

Participants will need to create a base map and civil plan (map) following the CAD file requirements, for both the location of the customer-side make-ready and the location of the charging equipment. They should also provide a copy of the E-Sheet and load calculations and a copy of the estimated construction costs using the “Participant Installed Make-Ready Cost Breakdown Worksheet”. All documents should be uploaded to the program’s enrollment portal.

The participant will be required to submit the Site Design documentation before SCE can move forward with construction (if applicable).

8. Grant Easement	
<b>Description</b>	After evaluating the application, SCE team will determine its approval. Once program application criteria are met and the participant has executed the program agreement, project funds will be reserved.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Receive, sign, and notarize easement documents.</li><li>• Return the original signed and notarized easement to SCE within 30 calendar days from the date of receipt.</li><li>• If participant is not the site owner, have the property owner sign and notarize easement documents and follow the steps above.</li></ul>
<b>Documents Required</b>	<ul style="list-style-type: none"><li>• Return original signed and notarized easement to SCE following the mailing instructions that will be provided.</li></ul>
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Provide participant with final utility-side easement language.</li><li>• SCE to follow up with participant to ensure easements are received and granted.</li><li>• Once copy of final easement is obtained, SCE will initiate recording of the easement.</li></ul>

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## Participant Grants Easement, or facilitates Granting of Easement – More Information:

The SCE team will leverage the participant’s design work to draft the legal description to be used for the utility-side infrastructure easement. This easement is required for any utility-side infrastructure that occurs on private property.

The participant is required to execute and notarize the easement, or, if participant is not the property owner, ensure that the property owner executes and notarizes the easement. Participant shall return the original signed easement to SCE within 30 calendar days from the date of receipt.

Participants are required to return the originally signed and notarized agreement to SCE. The original signed and notarized agreement is needed so that it may be recorded with the appropriate county. Counties will not record copies or PDF documents. The documents are typically returned to SCE via US Mail or courier (FedEx, UPS etc.) to SCE’s Real Properties department or to one of their contract firms (i.e., Spectrum Land Services). Specific mailing instructions will be included with the easement documents when provided to the participant.

Once received, SCE will have the executed easement recorded and filed. SCE cannot move forward with any further construction-related activities until the necessary easements have been granted. Once final easements have been granted, SCE will initiate the plan check and permitting process for the utility-side infrastructure work.





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9. Secure Permits	
<b>Description</b>	Participant is required to submit their construction plans to the relevant AHJ to secure all reviews, approvals and permits.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Receive, sign, and notarize easement documents.</li><li>• Return the original signed and notarized easement to SCE within 30 calendar days from the date of receipt.</li><li>• If participant is not the site owner, have the property owner sign and notarize easement documents and follow the steps above.</li></ul>
<b>Documents Required</b>	Any documents that may be required by the Authority Having Jurisdiction (AHJ).
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Provide participant with support as may be necessary.</li><li>• SCE will secure any permits relevant to the construction of the utility-side infrastructure.</li><li>• Provide participant the necessary information to establish a new Service Account (address and other relevant information related to the new service).</li></ul>

### Participant Secures Permits – More Information:

When the participant chooses to perform the customer-side of the meter infrastructure work, they will be required to submit their construction plans to the relevant AHJ (e.g., City, County, Fire, Division of State Architect, etc.) to secure all necessary reviews, approvals and permits. SCE will not be responsible for obtaining any permits for the customer-side infrastructure work.

SCE will however secure any permits necessary for the utility-side infrastructure work if applicable.

During this phase, SCE can also provide the participant with the information necessary to establish a new SCE Service Account.

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10. Construct Infrastructure	
<b>Description</b>	Participant will be responsible for managing and coordinating all customer-side infrastructure related installation work and complying with labor and safety requirements.
<b>Customer Activities</b>	<p>Schedule a pre-construction meeting with SCE and provide a detailed construction schedule.</p> <ul style="list-style-type: none"> <li>Purchase equipment and manage all infrastructure work.</li> <li>Ensure installation contractor is C-10 state licensed.</li> <li>Review and ensure compliance with the CPUC's Transportation Electrification Safety Requirements Checklist.</li> <li>Post-installation - ensure final inspection process is complete.</li> <li>Post-installation - create a final "as-built" map.</li> <li>Post-installation - complete the "Testament of Compliance with the Safety Requirements Checklist".</li> </ul> <p>Work with SCE Account Manager to select TOU rate plan and request service turn-on (new account activation).</p>
<b>Documents Required</b>	<p>Following construction, upload copies of the following documents through the program's enrollment portal:</p> <ul style="list-style-type: none"> <li>Evidence of final inspection.</li> <li>A copy of the final as-built map.</li> <li>A signed copy of the Testament of Compliance with the Safety Requirements Checklist</li> </ul>
<b>SCE Activities</b>	<ul style="list-style-type: none"> <li>Notify participant when utility-side infrastructure work is complete (if applicable).</li> <li>Energize site once participant has completed construction and received all necessary AHJ approvals.</li> <li>Activate new Service Account upon participant's request.</li> </ul>

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## Participant Constructs Infrastructure – More Information:

Participants will be responsible for managing and coordinating all related customer-side make-ready infrastructure design and installation work. Once the construction plans have been finalized, participants are required to email a copy of the detailed construction schedule to SCE at [tepmchargeready@sce.com](mailto:tepmchargeready@sce.com).

All construction of the customer-side of the meter infrastructure must be performed by state licensed and insured contractors' holding a valid C-10 contractor's license. Participants will be responsible to ensure compliance with these requirements.

- The participant activities in this step of the process include:
  - Scheduling a preconstruction meeting with SCE and providing a detailed construction schedule.
  - Procuring equipment.
  - Managing and coordinating all customer-side of the meter infrastructure work.
  - Ensuring contractors compliance with electrician training (EVITP) certification.
  - Ensuring compliance with the CPUC's Transportation Electrification Safety Requirements Checklist.
  - Post installation, ensuring final inspection process is complete.
  - Uploading required documents through the enrollment portal.
  - Working with SCE Account Manager to select TOU rate plan and request a service turn-on (new service account activation).

If the AHJ does not provide a formal inspection process, the participant must hire a licensed third-party inspection firm to inspect and approve the installation. The third-party inspection must perform all inspections that would typically be handled by a building and safety inspector.

Following or concurrent with installation of the make-ready infrastructure, but no later than 20 days beyond the completion of the make-ready work, the participant is required to complete the installation of the charging equipment.



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11. Install Charging Equipment	
<b>Description</b>	Participants are required to install the vehicle charging equipment following the completion of the utility-side and customer-side infrastructure work. Following the installation of the EV charging equipment, participants are required to submit documentation to SCE.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Obtain final invoices for charging equipment installation.</li><li>• Obtain final invoices for Customer-Side of the Meter infrastructure work.</li><li>• Work with your contractor as may be necessary to secure permits for installation of the charging equipment.</li><li>• Complete any applicable final inspections.</li><li>• Complete the Charging Equipment Registration Form.</li><li>• Report any publicly accessible charging equipment to the US Dept of Energy tracking databases.</li></ul>
<b>Documents Required</b>	The documents specified above will be updated to the enrollment portal during the incentive request process.
<b>SCE Activities</b>	Follow up with customer as may be required to address any open questions or obtain any missing information.

### Participant Installs the Charging Equipment – More Information:

Participants will be required to install the vehicle charging equipment within 20 calendar days from the completion of the utility-side (if applicable) of the meter infrastructure work. Following the completed installation of the charging equipment, any applicable inspection process should take place.

Additionally, the participant is required to report any charging equipment that is publicly accessible to the US Department of Energy's EV Charging Station Locations mapping tool at: [https://www.afdc.energy.gov/fuels/electricity\\_locations.html#/find/nearest?fuel=ELEC](https://www.afdc.energy.gov/fuels/electricity_locations.html#/find/nearest?fuel=ELEC) and registered with the US Department of Energy's Alternative Fuel Data Center at: <https://afdc.energy.gov/stations/#/analyze>. Only one set of information should be reported between the Participant and the Charging Equipment Supplier. Participant is responsible for communicating with the Charging Equipment Supplier to determine if they previously reported.

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## D. Incentive Request

At this step in the process the participant will initiate the activities required for SCE to issue the applicable rebates.

Following the completed installation of the vehicle charging equipment and submission of the required documentation, SCE will verify and initiate the rebate payment process.

12. Submit Incentive Request	
<b>Description</b>	The incentive request is initiated by the participant following the completed installation of the charging equipment. Initiate the incentive request through the enrollment portal and upload the required documentation.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Following Installation of the EVSE, Initiate the incentive request through the enrollment portal.</li><li>• Upload the required documents.</li></ul>
<b>Documents Required</b>	<p><b>Infrastructure Requirements</b></p> <p>Infrastructure from the panel to the interconnection point for the charging equipment:</p> <ul style="list-style-type: none"><li>• Submit a copy of the final infrastructure costs.</li><li>• Submit evidence of permit sign-off/final inspection.</li></ul> <p><b>Charging Equipment Requirements</b></p> <ul style="list-style-type: none"><li>• A copy of the installation permit and evidence of final inspection.</li><li>• A copy of the final charging equipment purchase invoice.</li><li>• A copy of the charging equipment installation invoice if not included on the equipment purchase invoice (in all cases the equipment purchase price should be broken out from the installation costs).</li><li>• A copy of the completed Charging Equipment Registration form.</li></ul>
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Receive incentive request and review documentation for completeness.</li><li>• If incomplete, follow-up with the participant as may be necessary.</li></ul>

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## Participant Submits the Incentive Request – More Information:

At this stage, the participant submits their incentive request through the enrollment portal. The rebate payment will be processed by SCE after receiving any required documentation and verifying the operational status of the charging equipment.

The only charging equipment eligible for rebate will be listed on SCE's **Approved Product List** (APL). The actual rebate amount paid to the rebate-eligible participant may be reduced to ensure that when combined with any other third-party rebates or incentives, the total rebate does not exceed the total equipment purchase costs. Following the completion of the charging equipment installation, participants are required to provide copies of the documents specified above.

Participants are required to provide the final construction costs, using the Participant Installed Make-Ready Cost Breakdown Worksheet. This worksheet is intended to capture the final costs broken down by design & engineering, permitting and construction.

Participants will also be required to include information from their IRS form W9, and/or CA 590, as may be applicable. The Rebate Assignment section and tax related information collected are used by SCE to process and remit the rebate payments.

13. Verify Equipment Installation	
<b>Description</b>	SCE verifies installation. After SCE is notified, the work is complete (triggered by the participant's submission of the incentive request), and the required documentation has been uploaded, SCE will verify the new service account was activated (if applicable) and will move forward with performing a final verification of the installation.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• If requested, assist SCE with scheduling the requested date to conduct a physical site visit.</li></ul>
<b>Documents Required</b>	None.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• After incentive request documentation received, work with participant as may be necessary to schedule and perform site installation verification.</li><li>• Complete verification of equipment installation.</li></ul>



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## SCE Verifies Charging Equipment Installation – More Information:

After the participant notifies SCE of the completed installation by completing the online incentive request and submitting the required documentation through the enrollment portal, SCE may perform a final site inspection. The inspection will primarily involve verifying the charging equipment has been successfully installed and is operational. This will also include ensuring the installed equipment matches the make, models, and counts specified on the invoice, and that the units are energized. SCE will also verify the information included in the as-built map prior to issuing the Small Site Rebate.

14. Review Documentation and Issue Rebates	
<b>Description</b>	Following the site visit (if applicable) and final review of ALL required documentation, SCE will initiate processing the rebate for remittance to the assigned designee.
<b>Customer Activities</b>	None.
<b>Documents Required</b>	None.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Final review of documentation to ensure completeness.</li><li>• Issue rebate check.</li></ul>

## SCE Reviews Documentation and Issues Rebate – More Information:

The rebate payment will be processed by SCE after final review of the required documentation and verification of the operational status of the charging equipment.

Once rebates are processed, a single rebate check will be issued, payable to the participant without the ability for the participant to designate an alternate recipient.

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## E. Compliance Verification

Participants are required to adhere to all program requirements. SCE will verify three specific commitments in an on-going manner, to ensure compliance with these commitments. These include compliance with responding to SCE surveys (related to your participation in this program), compliance with commitment to provide SCE with port level data and other information, and compliance with the 10-year commitment to maintain and operate charging equipment.

15. Complete Program Survey(s)	
<b>Description</b>	Participants MAY be provided with program related information request(s) and/or surveys at various times throughout the duration of the program.
<b>Customer Activities</b>	Participate to any survey requests and respond in a timely manner.
<b>Documents Required</b>	Provides responses as requested. These may be received in electronic or paper format.
<b>SCE Activities</b>	Develop surveys, distribute, process responses and follow-up as may be necessary.

As a provision of participation in the Charge Ready Program, SCE requires that participants provide timely responses to surveys and other data requests which will assist with program evaluation and improvement initiatives.

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## 16. Monitor Monthly Reporting

<b>Description</b>	Participants must provide, or have their network services provider provide, charging equipment usage and other related data to SCE.
<b>Customer Activities</b>	The customer, or their network services provider, must provide SCE with port level usage and other related data in the form, format and frequency specified by SCE.
<b>Documents Required</b>	Must provide, or direct network service provider to provide usage and other data conforming to SCE's requirements.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Ongoing monitoring for each site.</li><li>• Follow up with participant as may be necessary.</li></ul>

All participants must contract with a third party that provides EV charging network services to provide network communications and data management services. Participants will be responsible for any costs associated with such services.

Participants and/or their network services provider must provide SCE with usage and other port level data as specified by SCE. The documents outlining these data requirements include:

- Charging Equipment Usage Data Monthly Report Instructions.
- Data Portal Interval Template.
- Data Portal Session Data Template.

Participants or their network services providers must electronically transmit the required information monthly to SCE for charging equipment deployed under this program. Aggregated data (not attributable to any specific participant's site) will be made publicly available as part of SCE's reporting to the CPUC and various industry stakeholders and will be used to identify load management opportunities and enhance vehicle-grid integration for future utility initiatives.



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17. Verify Charging Equipment Remains Operational	
<b>Description</b>	The participant is required, at its own expense, to operate and maintain the equipment in good working order at the originally installed location for 10 years.
<b>Customer Activities</b>	<ul style="list-style-type: none"><li>• Maintain the charging equipment in good working order for a minimum of 10 years.</li><li>• Repair or replace malfunctioning charging equipment as may be necessary.</li></ul>
<b>Documents Required</b>	None.
<b>SCE Activities</b>	<ul style="list-style-type: none"><li>• Ongoing monitoring of each site.</li><li>• Follow up with participant as may be necessary.</li></ul>

The participant is required, at their own expense, to operate and maintain charging equipment in good working order at the originally installed location for at least 10 years. Within this timeframe, participants may upgrade or replace their equipment at any time with a qualified replacement provided that the participant is responsible for all associated costs, and the new equipment is operated and maintained for the remainder of the commitment period.

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# GLOSSARY

**Account Manager:** An SCE employee in the BCD organization serving as the SCE liaison for business customers. Each Account Manager is typically assigned as an account representative for various industry segments (i.e., government, hospitals, schools, etc.).

**AHJ - (Authority Having Jurisdiction):** The responsible government entity having geographically based jurisdiction that typically approves, inspects, and permits construction projects (e.g., City, County, Fire, Division of State Architect, etc.).

**APL:** see Approved Product List.

**Approved Product List:** The list of charging stations approved by SCE and meeting SCE's technical requirements. Program participants must select charging stations from the Approved Product List to qualify to receive applicable rebates. SCE does not provide any expressed, implied, or prospective warranty, including any warranty of merchantability or fitness for any particular use or application, of any EV charging equipment. The APL can be found at [www.sce.com/APL](http://www.sce.com/APL). SCE reserves the right to modify the APL at any time.

**BCD (Business Customer Division):** The Business Customer Division (BCD) of Customer Service is the primary contact for SCE's business customers and serves as their Trusted Energy Advisor by meeting the energy-related needs of the various commercial, industrial, government, and agricultural customers.

**Charging Equipment:** see Charging Station.

**Charging Equipment Approved Product List:** See Approved Product List.

**Charging Station – EV Charging Equipment:** EV Charging Equipment interconnects with the electricity grid at a charging site to an electric vehicle, whether using alternating current (AC) or direct current (DC). An individual charging station unit may contain one or more charging ports for the purpose of connecting the electric vehicle to a grid connected power source capable of recharging the vehicle's battery pack. The individual connectors of the Charging Station are referred to as ports. Each charging station may charge one or more vehicles depending on the number of ports with which each unit is equipped. For dual-port stations, power cannot be throttled during non-DR events and each port must be able to deliver full power to both vehicles that are charging simultaneously. For example, a dual-port L2 station rated at 7.2kW must be able to deliver 7.2kW of power to both vehicles when two vehicles are charging simultaneously.

**CPUC (California Public Utilities Commission):** The California state regulatory agency that is responsible for regulating privately owned electric, natural gas, telecommunications, water, railroad, rail transit, and passenger transportation companies.

**Customer-Side Make-Ready Infrastructure:** The infrastructure that includes all infrastructure on the customer-side of the meter, up to the first point of interconnection with the customer's EV charging equipment.

**Demand Response:** Demand Response (DR) programs attempt to encourage a reduction of electricity use during certain time periods, typically during on-peak hours or when demand for electricity is high, and/or can provide incentives to use electricity during periods of excess generation or when demand for electricity is lower.

**DR:** See Demand Response

**Enrollment Portal:** See Online Program Enrollment Portal

**EV (Electric Vehicle):** A plug-in electric vehicle that is propelled by one or more electric motors and powered by an onboard battery pack.

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**Final Invoice:** Statement of the total amount paid by participant to the charging station supplier(s) for the purchase of charging stations.

**Level 2 (L2) Charging:** Medium power charging up to 7.2kW, typically delivered between 220 and 240 volts. An EV with a 60-kWh battery pack will take approximately 8 hours to charge from empty to full.

**Multi-Family Property** (also referred to as multi-unit dwelling, or MUD). The definition for enhance rebate qualifying sites include:

- i. **Residential properties** – Structures that are designed to accommodate two or more tenants with shared parking areas.
- ii. **Apartment Buildings** – Structure(s) containing two or more dwelling units that may also include common areas and facilities, e.g., entrances, lobby, elevators or stairs, mechanical space, walks, grounds, recreational facilities, and parking both covered and open.
- iii. **Retirement Communities, Townhomes, Condominiums** – Residential communities with shared parking areas managed by an HOA or an equivalent association.
- iv. **Mobile Home Parks** – Residential mobile home communities with shared parking areas.
- v. **University & Military Housing** – Student or military housing units or apartments with individual cooking facilities (except conventional dormitories and barracks with cafeteria type kitchens).

vi. **Timeshares** – Vacation property communities with shared parking areas managed by an HOA or an equivalent association.

vii. **Public Parking with Dedicated Overnight Resident Passes** – Public parking lots designated for nearby multi-family residents for overnight parking. Charging Stations can be open for public use during day-time hours.

**Network Service Agreement:** A contractual agreement between a network service provider and a participant for the purpose of providing networking services for the installed charging equipment.

**Network Services Provider:** The 3rd party entity that will provide network services for the EV charging equipment installed at the participant's site. The network service provider will be required to transmit port level data and other information to SCE complying with program requirements.

**Online Program Enrollment Portal:** This is the program's enrollment site and can be found at (<https://www.sce.com/evbusiness/chargeready>).

**Participant:** See Program Participant.

**Ports:** See Charging Station.

**Program:** Also referred to as the Small Site Rebate program.

**Program Participant:** The SCE non-residential customer that applies for and is approved by SCE to participate in the Small Site Rebate Program. Also referred to as participant.



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# GLOSSARY

**Program Participation Agreement:** An agreement between SCE and the program participant that includes the terms and conditions for participating in the program. The agreement is included in the program application.

**Rebate:** Financial reimbursement paid to eligible participant, or its designee, pursuant to this program.

**Rebate Payment:** The payment made by SCE to the participant, or its designated assignee, for all applicable rebates pursuant to the program.

**Site:** The premises, owned, leased, or operated by the participant, where the charging stations will be installed.

**Site Plan:** The site plan is a birds-eye exhibit of a site with building footprints, roads, parking areas and other above ground structures notated. May be an engineered drawing or may just be a satellite image with notes. A site plan (in .pdf file format) is required to be submitted with a program application. A site plan job aid can be found here.

**Small Site Rebate:** Financial reimbursement paid to eligible participant, or its designee, intended to offset costs associated with the purchase and installation of SCE-approved Charging Equipment.

**TOU (Time-of-Use) Rate Plans:** All TOU plans feature energy charges that vary based on the time of day, the day of the week, and the season. Some plans also include demand charges that are based on the maximum amount of electricity your business uses at once. For more information about TOU rate options, please visit <https://www.sce.com/business/rates/time-of-use> , or <https://www.sce.com/business/rates/electric-car-business-rates-on-TOU-EV-rates>.

# INTERESTED? LET'S TALK



Call your SCE Account Manager or email [chargeready@sce.com](mailto:chargeready@sce.com) if you have questions or want to find out how this program may work for you.

You can also visit [sce.com/chargeready](https://sce.com/chargeready) for more information.

